

### **City Business License Addendum Instructions**

#### Instructions:

- 1. Complete Side A (page 2) of the addendum to apply for a city license where your business is physically located inside city limits (resident).
- 2. Complete Side B (page 3) of the addendum to apply for licenses with other cities to which you will travel to conduct business (non-resident).
- 3. In Section 2 of the Business LicenseApplication, write the city name and fee for each city you indicated on Side A and Side B of the addendum.
- 4. Complete a separate Business License Application and City Addendum form for each physical business location.

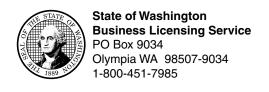
#### Please Note:

- City licenses must be approved by the city before business may begin. City Land Use, Building and Fire codes and ordinances may be applicable. Contact each city directly for more information.
- You must apply for business licensure directly with cities not listed on this form. Contact the Business Licensing Service regarding City of Richland business information.
- Businesses located outside the Cities of Bonney Lake, Millwood, Monroe and Pullman are not required to be licensed by the city.

Use the city names and fees below to complete Side A and Side B of the City Business License Addendum on page 2 and 3 of this form.

Anacortes	\$30	Marysville	\$50
Bellevue		Millwood (located inside city limits only)	
Blaine	\$65	Milton	
Bonney Lake (located inside city limits only)	\$60	Monroe (located inside city limits only)	\$50
Buckley		Newcastle	
Clyde Hill	\$25	Olympia	\$80
Connell	•	Port Orchard	
Covington	\$39	Port Townsend	\$28
DuPont		Prosser	
Duvall		Pullman (located inside city limits only)	·
Eatonville	•	Ruston	
Edgewood		Sammamish	
Fircrest	•	Selah	
Gig Harbor	•	Sequim	\$50
Granite Falls		Shoreline	
llwaco	\$125	Skykomish	\$50
Issaquah	\$60	Spokane Valley	
Lake Stevens	\$40	Stanwood	
Leavenworth	\$115	Sultan	\$75
Liberty Lake	\$26	Sumner	
Long Beach	•	Tumwater	
Longview		University Place	-

If the city you are looking for is not listed above, you must contact that particular city directly for licensing information.



ВІ
wner name

## **City Business License Addendum**

Side A: For a business physically located inside city limits (resident)

This form must be submitted with a completed Business License Application and required fees.

Refer to the instructions and list of cities on page 1 of this form.

A	Complete this section for a city license if your business is physically located inside city limits.					
1. From the city names and fees listed on page 1 of this form, indicate the city where your business is physicall located and the associated fee amount:						hysically
	City name			Fee a	mount	
2.	First date of business in the city in	ndicated:				
3.	Have you ever held a business lic If yes, note the city license number					□ No
4.	Will you use or store any hazardo	ous or flammable materia	als at this location	1?	☐ Yes	□ No
5.	Are you conducting the business	from a residence?			☐ Yes	□ No
	If yes, will business customers be	visiting the residence?.			☐ Yes	□ No
	Some cities have special home o	ccupation regulations, pl	ease contact the	city for more int	formation.	
_						
	6. Square feet of floor space utilized by your business at this location:					
7.	Give the name and phone number	er of two after-hours Eme		persons for this l	ousiness l	ocation:
	Name		Phone number			
	Name		Phone number			
			( )			
8.	Are you applying as a nonprofit o	rganization?	'		☐ Yes	□ No
	If yes, attach a copy of your IRS t	•				
9.	Are you a general or specialty con					
	If yes, provide the Dept. of Labor	& Industries registration	number (if know	n):		
10. Mark any of the following activities that will be conducted at or from this business location:						
	☐ Sexually Oriented Business	☐ Charging Admission	on	☐ Amuseme	ent Device	s / Arcades
	☐ Adult Entertainment	☐ Taxi or For Hire Se	ervice / Dispatch	☐ Ambuland	e Service	/ Dispatch
	☐ Gambling	☐ Utility (telephone/c	ellular/ISP, cable	, gas, electric, g	arbage)	

**Note:** In Section 2 of the Business License Application, write the city name and fee indicated above.



UBI	
Owner name	

# **City Business License Addendum**

Side B: For a business physically located outside city limits (non-resident)

This form must be submitted with a completed Business License Application and required fees.

Refer to the instructions and list of cities on page 1 of this form.

В	Complete this section for city licenses if there is no physical location inside the city limits.						
1.	From the cities and fees shown on page 1, list all the cities where you will travel into to conduct business.						
	City name	First date of business	Previous city license number (if known)	Fee amount			
,				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
	Total amount due for non-resident cities						
2.	2. Are you applying for your business as a nonprofit organization?						
3.	3. Are you a general or specialty construction contractor?						
4.	Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? 🔲 Yes 🔲 No						

Note: In Section 2 of the Business License Application, write the city name and fee indicated above.